

**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL
EXECUTIVE REPORTS**

Tuesday, December 5, 2023 at 5:00 p.m. via zoom

Parliamentarian- Ruth Ann Morley

Present- Rinat Evron, Laura Barrett, Christina Meynell, Jennifer Dietert, Efstathia Sotiropoulos, Caini Outtara Sano

Regrets- Sarah Boomhower, Sharon Brown, Marisa Gallippi, Jeishan Rajakulasingham, Gabrielle Blais-Jones, Gail James

1) **Welcome** – Ruth Ann Morley, Parliamentarian

As quorum has not be achieved we will receive information reports only and notice of motions for the next Executive Meeting.

2) **Land Acknowledgement Statement** - read by Jennifer Dietert

3) **Reading of the ETFO Human Rights** - read by Efstathia Sotiropoulos

4) **Human Rights Officer** - Ruth Ann Morley

5) **Approval of November 9, 2023 Minutes**

See notice of motion **Motion 23/24 - 30**

6) **Approval of Agenda**

7) **Time Sensitive Business:**

a. **Committee Members List** – any additional members / changes for approval

See notice of motion **Motion 23/24 - 31**. Laura updated the TOROTs Committee Members 2023-24 list pending approval of these changes.

Terms of Reference updates for approval - none received

b. **Elections Committee**

i. **Elections Officer Recommendation**

See notice of motion **Motion 23/24 - 32**

ii. **Campaign Guidelines forms for approval**

The Elections Committee updated the dates for the current year to be in compliance with the Constitution. Also updated was the new Elections Officer gmail and deleted item 9 as being redundant. The Committee reviewed their budget and plans to hold Candidate's Night(s) in April for the candidates to answer questions from the membership. Dates will be determined after the

Elections Officer is in place. There is notice of motion to approve the Campaign Guidelines at the next Executive Meeting. See Notice of motion **Motion 23/24 - 33**

January 12 is the deadline for nomination forms to be available to the membership. So the Elections Officer needs to be able to respond with copies of the Campaign Guidelines within three days of receiving the first nominations after January 12.

c. **Winter Newsletter to printer for Dec. 8**

i. DRAFT content:

Election information - from Elections Committee

ETFO AM Resolutions

OOMA new phone system - Laura

Google Drive space limits for OTs - Laura will be point of contact

Treasurer Report, reimbursement forms - Gail

Central Table / Local CB Update - ETFO CB link to check for central issues, date of first Local Bargaining with board December 6, 2023, members will be updated by Constant Contact and the website.

Getting to know your Collective Agreement - QECO, How to change categories, How experience for short term work is calculated

Presidents Message

Survey on printed calendar and newsletter in the new year, coming so must indicate choice if members want to receive a hard copy.

ii. Nomination forms are included with the Winter Newsletter to members (320) who have requested to receive the printed newsletter. Nomination forms must be received by members by January 12, 2024

d. **Winter General Meeting Planning:**

i. Date / Time: Tuesday, February 13, 2024 at 5:00 – 9:00

Draft Agenda for information

Meeting times will change if 16 or less delegate nominations are received resulting in acclamation. This will be known the week prior to the meeting when Delegate nominations close February 7. The tentative time for Executive candidate speeches can be confirmed after the true number of candidates is known as of February 9. These changes could shave an hour off the agenda.

Timed Item	DRAFT Agenda
5:00 p.m.	Meeting Called to Order – Ruth Ann Morley, Parliamentarian -Reading of the Land Acknowledgement – S. Boomhower & G. Blais-Jones -Reading of the ETFO Human Rights Statement – M. Gallippi & G. Blais-Jones -Human Rights Officer – -Motion to approve the 2023 Fall General Meeting Minutes -Motion to approve the 2024 Winter General Meeting Agenda
	President’s Address – Christina Meynell
5:30 p.m.	Elections Officer Delegates for the 2023 ETFO Annual Meeting: Candidate Speeches (if required) Vote (or acclamation) Treasurer’s Report – Gail James - Receive Auditor’s Report - Current Financials Update - Financial Motions for consideration
6:30 p.m.	Consideration of Proposed Resolutions submitted for the 2024 ETFO Annual Meeting
7:30 p.m.	30 minutes Member Question and Answer Session
8:00 p.m.	Elections Officer Introduction of candidates running for the 2024-2025 Local Executive: Candidate Speeches
9:00 p.m.	Adjournment

ii. **Auditor's Report**

The Auditor's Report will be distributed to members via Constant Contact prior to meeting. Motion at meeting to receive report.

iii. **Winter General Meeting Survey Results:**

86.3% (of 131 members responding) voted in favour of a virtual/Zoom General Meeting.

iv. **Tech Support and Voting**

Tech support - need to ensure that tech support logs into the account first to ensure administrative rights for poll votes. Nick Tharani, Free Computer Checkup costs substantially less than the company used last year. See notice of motion **Motion 23/24 - 34**

Voting - the Elections Committee has determined that it is highly unlikely that more than 16 nominations would be received for the Delegates positions, as usually this results in acclamation and no speeches are required. In the event that more than 16 nominations are received for the Delegates the speech time is part of the draft agenda and the vote would be conducted by 16 poll votes using zoom at no additional cost, to avoid spending thousands on the access to simply voting when it is unlikely to be needed. We will know by February 7, 2024 how many nominations have been received and can plan accordingly at that time.

e. **Reimbursement Forms** - Gail James

Gail emailed the forms to the Executive that were updated with help from Laura. They are fillable forms. Executive members are encouraged to check them out to make sure there are no glitches, especially before sending out to Committees to use..

f. **On-line Vote**

Motion 23/24 - 35

Moved by L. Barrett Seconded by S. Boomhower

BIRT the wording of Professional Learning Committee Terms of Reference be amended to read: "To provide funding through the funding form (up to \$250) on a first come first served basis for any occasional teacher who has been a member for a year and did not receive Professional Learning professional development funding **in the school year immediately preceding the current school year**. Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and **this alternating-year funding schedule takes effect September 1st, 2024.**"

Rationale:

Our members were not made aware of the change to the funding distribution schedule (decided by executive vote on June 7th, 2023, very close to the end of the school year). As well, the funding schedule currently on the books relates to members' professional learning in the 2022-23 school year, so we have a situation where members' past actions have an impact on their current circumstances, despite their not knowing of this beforehand.

For such a major change to the funding schedule, there should be adequate notice provided. The motion at hand would allow for communication via Constant Contact, newsletter, member meeting, and website (or some combination thereof), so that all of our members would have ample notice and would understand the effect of applying for PL funding during any given school year.

8) **Notice of Motions**

a. **Nut Free Local Events**

See notice of motion **Motion 23/24 - 36**

b. **Updating Procedures in Reference Manual**

The notice of motion from the November Executive Meeting will go forward again to the next Executive Meeting. See notice of motion **Motion 23/24 -37 and Motion 23/24 - 38**

Laura is providing notice of motion for changing the due dates for the PL Funding. See notice of motion **Motion 23/24 - 39**

9) **Executive Sub-Committees (Released Officers)**

a. **Collective Bargaining**

i. **ETFO Central Table Agreement / Ratification**

We have a tentative agreement. We have a telephone town hall on Monday, December 11, our Local second session of town hall from 8 - 9 p.m. A recording of the town hall will also be available to listen to. On-Line voting starts on December 11 at 9 p.m. and ends on Friday, December 15 at 9:00 p.m.. Updates are on the ETFO Collective Bargaining website. Members can see information on how to register. All this information is in email that went out to members from ETFO.

ii. **Local Bargaining Table**

The first meeting with the Board is Wednesday, December 6, 2023 at 5050 Yonge Street. All negotiation sessions are in person. This meeting most likely just be introductions and ground rules. Hopefully there will be time for the presenting of the Local's priority list.

b. **Executive Committee**

i. **Office Hours Study and Report Slide Show**

Not in a finalized form. Held over to January 24, 2024 meeting.

ii. **Prep Time Grievance Update**

Laura reported that the Prep Time Grievance from last year being taken to Arbitration Step 2 by Marisa. This is being started again from this school year for OTs experiencing prep lost. Article can be added to newsletter to have members keep track and contact the Local. The Local is tracking on a spreadsheet the name, employee number, date, school, job number, name of teacher replacing, period of prep lost, circumstances (e.g., emergency).

iii. **Health & Safety**

1. **Violence in Schools Sub Committee**

Marisa resigned from the Committee. Christina went to the second meeting which was an interactive session with sharing ideas / priorities. It's a full day event, with all the unions represented in the Board meeting in the morning, and then a session with the Board in the afternoon. Issues such as forms accessible, user friendly are being discussed to ensure accurate reporting.

2. **Health & Safety Inspector**

The local has always had a place at the Joint H and S Committee table, however, our local has never had a H and S inspector. All of the other bargaining units have had inspectors (paid for by the TDSB) except elementary and secondary OTs. As a result, the local had to canvas and interview members to sit on the JHSC and be an alternate (supply) inspector to fill in when ETT inspectors were not available.

Because the local did not have an Inspector, the local also paid release time (at the daily rate) to our H and S rep to go through the TDS OH and S reporting forms filled out by our members - a job that the other bargaining affiliates' Inspectors did as part of their Inspector duties.

Last year, all of the bargaining affiliates and the TDSB renegotiated the H and S Terms of Ref. (Ministry of Labour). Our Local now has a designated H and S Inspector for the first time in the local's history. The Inspector works for the Board, supervised by the Board and is paid by the Board at their LTO rate. Reviewing the Board's H and S forms is part of the duties of the Inspector. It is not extra work or work that the other locals pay their Inspectors for.

I have spoken with the TDSB H and S office and they confirmed this as well. The guidance provided was that the Inspectors are not required to respond to each and every form filled out by locals' members. The idea is to flag particularly violent/serious incidents and/or repetitive issues. The

Inspector is bring these to the attention of the TDSB so they can be addressed by the TDSB H and S office staff accordingly.

The Board only brings in alternates if three or more days. If ETFO is paying for release time and the board isn't hiring an alternate presents a problem. Need to discuss further with Board Management and maybe CB for what could be done about this.

iv. Phone / Tech for Office

We officially ported the number over from Bell to Ooma so the members can still call the same number that the Local has used for years. Everything is routed to the cell phones of the released officers. Land line can now be cancelled.

v. Safe Space Update

Third Party Mediator update:

ETFO completed research for a less costly mediator and made a recommendation for Charles Smith. He provided a quote:

Passed in November 9, 2023

Motion 23/24 -27

Moved by Gabrielle Blais-Jones Seconded by Jeishan Rajakulasingam
BIRT up to \$5000 from Budget 626 Meetings Other be used to hire a third party mediator to meet with the Released Officers about safe space.

CARRIED

The quote from Charles C. Smith Consulting will be emailed out to the Executive. See notice of motion **Motion 23/24 - 40.**

Component	Description	Hrs	Cost	Frequency	SUBTOTAL
Document Review (approx. 250 files)	Approximately 15 hrs in total <i>Estimated cost based list of documents on file to date (in progress). The following will determine the final cost estimate: (i) number of documents, (ii) page count and (iii) density.</i>	15.00	\$3,375.00	1	\$3,375.00
Online Survey	Approximately 7 hrs in total Includes content development, survey programming and analysis. Assumes survey of approximately 15 questions. Eng only.	12.00	\$2,700.00	1	\$2,700.00
Interviews (4)	Approximately 8 hrs in total Per interview: Individualized questions, interview 1+hrs	2.00	\$450.00	4	\$1,800.00
Report & Recommended Approach	Approximately 30 in total Initial draft: 25 hours Review, feedback and rupdates.	20.00 3.50	\$4,500.00 \$787.50	1 1	\$4,500.00 \$787.50
<i>Please note: Estimate assumes English only.</i>				Total	\$13,162.50
				HST	\$1,711.13
				GRAND TOTAL	<u>\$14,873.63</u>

c. **Elementary Occasional Teacher Concerns Committee (EOTCC) Issues**

i. **Use of ERP**

Lots of questions brought forward. No answers yet provided. EOTCC can't resolve concerns if we can't get answers.

The Member list from September has dropped by 100 members. The Board indicated they are doing job fairs and hiring to their needs. The Board has not hired to the cap. ETT teachers who have retired have not yet been hired on even though the cap has not been met.

Need to form a work group that is in collective agreement to improve the working conditions of OTs.

ii. **Google Drive space**

Google Drive space has been limited for OTs. The Board will look on a case by case basis. Laura will be the contact for members who require more space.

10) Released Officer Reports (New Issues)

i. **President**

Four grievances filed in November. Two for members who are being restricted in SmartFind and can't change their profiles to have better access for work. An ERP did an LTO from February - end of June, 2023 and then school rehired her again in September and the ERP doesn't even have a Bachelor's degree. Violates that ERPs can't do more than 10 consecutive days in one school. The LTO wasn't posted. The ERP called ETFO for being exploited but was told she isn't our member and doesn't qualify to be a member. She worked September - October and then stopped and the principal violated her right to privacy by telling staff she was on a mental health leave. She is vulnerable without representation. The fourth grievance was for a member who was on a board wide block that wasn't supposed to be. Board did not respond to contacts to correct this situation so a grievance filed so the member is compensated according to the Collective Agreement.

GHOTS - no other OT Local is having issues with unfilled jobs. York is maybe having 1 unfilled job a month and Peel at 96% filled for this board. So the unfilled jobs for TDSB is a Local issue.

- ii. 1st VP - not present
- iii. VPs Laura - nothing further, Sharon - not present
- iv. Treasurer - see written Treasurer's Report at the end of the minutes.

11) **Committee Liaisons Reports**

a) **Budget Committee** - Gail James

The second meeting will be held in January 2024.

b) **Constitution Committee** - Sharon Brown

The Committee will not meet until required in the spring.

b) **Elections Committee** - Ruth Ann Morley

See notice of motions from 7b)

c) **Equity and Social Justice Committee** - Caini Ouattara Sano

The Committee met on November 6. Laura was elected Chair. ETFO workshops - "Islamophobia Affects All Our Students" highlighted as a timely workshop - majority of committee members voted to host this workshop.

Non-ETFO workshop ideas:

- Prison justice / transition back to school after being in jail
- Cacao workshop by Trans food justice worker
- Community circle-type event for members to discuss their lived experiences in

and outside of teaching and how it affects them

d) **New Members Committee** - Rinat Evron

No report provided.

e) **Political Action Committee** - Jeishan Rajakulasingam

No report provided.

f) **Professional Learning Committee** - Laura Barrett

The PL Committee met on November 7. Discussion was held to start the alternating-year process as of 2023-24 school year, send out Constant Contact informing members. On-line vote was held with the Executive on this issue.

Laura will propose “within the fiscal/school year” deadline for PL reimbursements.

Discussion was held around the specificity of these workshops - balance of affordability vs. effectiveness.

g) **Racialized Members Committee** - Sarah Boomhower

No report provided.

h) **Social Committee** - Sharon Brown

Concern from the Committee:

Several committee members have come forth with concerns about the expectation of charging members a non-refundable deposit to attend Social Committee events; the consensus among this subgroup is that charging a fee to attend events will deter members from attending events and will therefore negatively impact event attendance. In addition, the committee may be viewed as collecting additional funds from its members rather than carrying out its function of dispensing member-provided funds (through member paychecks) in the form of prepaid (not particularly complimentary) events for all members to enjoy and feel welcomed at. Ergo, I would like clarification as to whether the committee is obligated to charge a non-refundable deposit to host events.

This motion was passed in June 2023.

Motion 22/23 - 148

Moved by Marisa Gallippi Seconded by Sharon Brown

BIRT Procedure 7.4 Social Activities be amended with the deletion of 7.4.7, 7.4.8 and that 7.4.10 be amended by amending “For events that have a cost to members” to read “Events will cost members a minimum of \$20. The Committee will determine the per member cost for events that cost more than \$50 per person.”

Rationale: This is necessary to help us get out of this budgetary crisis. Sometimes members sign up for events and don't show up.

CARRIED

See Notice of Motion **Motion 23/24 - 41**

i) **Status of Women Committee** - Gabrielle Blais-Jones

A meeting was held November 27. The existing Terms of Reference were approved with no changes. Gabrielle was elected Chair of the Committee. A list of possible events was generated and the first event is in planning as a wellness event for January 24 or 25. The Committee meets again the second week of January.

Note: January 24 is the scheduled Executive Meeting.

j) **New Ad Hoc Committee**

See notice of motion **Motion 23/24 - 42**

Next Meeting:

Propose that the Executive Meet via zoom:

Wednesday, January 10, 2024 at 5:00 - 7:00 p.m.

Agenda limited to Notice of Motions #30 - 42 (see below)

NOTICE OF MOTION TO NEXT EXECUTIVE MEETING:

Approval of November 9 Executive Meeting Minutes:

Motion 23/24 - 30

Moved by Laura Barrett Seconded by Efstathia Sotiropoulos

BIRT the November 9, 2023 Executive Meeting Minutes and the December 5, 2023 Executive Reports be approved.

Updates to membership of Standing Committees:

Motion 23/24 - 31

Moved by Jennifer Dietert Seconded by Laura Barrett

BIRT the following changes to membership of Standing Committees be approved:

Budget Committee - addition of Helen Singer, addition of Sharon Brown

Constitution Committee - addition of Fletcher Jerome

Equity & Social Justice Committee - resignation of Alynah Hyder Ali, addition of Danielle De Sousa

Professional Learning Committee - addition of Taylor Jackson

New Members Committee - addition of Serena Retson and Fletcher Jerome

Social Committee - resignation of Adil Ahmad and addition of Sharon Brown and Fletcher Jerome

Status of Women - resignation of Alynah Hyder Ali and addition of Sophie Kroesen

Elections Officer Recommendation:

Motion 23/24 - 32

Moved by Efstathia Sotiropoulos Seconded by Jennifer Dietert

The Elections Committee recommends to the Executive the following for the position of Election Officer 2023-2024:

Yolanda B'Dacy would be hired to cover the duties of the Election Officer for the Winter General Meeting including conducting the vote / acclamation of Delegates for the 2024 ETFO Annual Meeting and moderating the Executive candidates for 2024-25 speeches and that Lynn Buckley be hired to fulfill all other duties of the 2023-2024 Elections Officer.

Approval of Campaign Guidelines 2024-2025

Motion 23/24 - 33

Moved by Laura Barrett Seconded by Christina Meynell

BIRT the Campaign Guidelines 2024-2025 Executive Elections be approved as amended.
(see the appendix for the text)

Campaign Guidelines 2024 – 2025 Executive Elections

For **February 13, 2024** Winter General Meeting to the **May 14 & May 16** Annual Meeting

Candidates for **Executive** agree to comply with the [Code of Conduct](#) of the Elementary Teachers' of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws](#), Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per [TDSB PR572](#).

- 1) The Local Elections Committee will mail / email / **post on the website** to all members:
 - a) The Nomination Form by **January 12, 2024**;
 - b) Candidates' profiles with the **March 2024** newsletter.
- 2) The Local Elections Committee will host evening (via zoom) Candidates Meetings in **April 2024** for the membership **hear candidates' responses to questions submitted by members**.
- 3) The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:
 - a) the candidate's name and position(s) sought;
 - b) the candidate's pdf profile 8.5 x 11 inches in the candidate's choice of colour or black/white. This profile must be received by the Elections Officer email **TOROT.ElectionsOfficer@gmail.com** by **4 p.m. on Thursday, February 15, 2024** in order to be posted.
 - c) The candidate's profile may not use:
 - i) The logo or slogan of the Local

- ii) Any embedded links to additional material or other organizations / individuals
- iii) social media contact information
- d) The candidate's profile may contain:
 - i) The candidate's name and photo
 - ii) The candidate's skills / experience / personal vision / goals / priorities for the Local
 - iii) The candidate's personal email if individual members wish to contact the candidate

with questions on **the candidate's** platform

- 4) Candidates will have up to **2 minutes*** to address members attending the **February 13, 2024 Winter General Meeting** and at the **May 14 or May 16, 2024 Annual Meeting** session of the Local.
- 5) Voting will occur immediately following the candidate speeches at the **Annual Meeting**.
- 6) No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage, Facebook, WhatsApp discussions). The sharing of the hyperlink to the **Elections** page of the Local and the **approved profile** of a candidate on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively affect that candidate's candidacy.
- 7) Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 8) Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- ~~9) There shall be no candidate giveaways or distribution of campaign materials.~~
- 10) Candidates **are prohibited from (are to refrain from using)** Committee email communications to campaign.
- 11) Members at large participation in the election is through their vote at the Annual Meeting. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.
- 12) Candidates shall reply within three (3) school days to the Elections Officer's email to acknowledge receipt of the Executive Campaign Guidelines and to agree to abide by those guidelines.

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution:

TOROT.ElectionsOfficer@gmail.com *Candidates determined to have infractions will have these posted on the Local's web site and publicly announced at the Winter General Meeting / Annual Meeting at the beginning of the candidate's speech time leaving the remaining time for the candidate to address the assembly. Approved **Dec14/22**

Tech Support for Winter General Meeting

Motion 23/24 - 34

Moved by Christina Meynell Seconded by Efstathia Sotiropoulos

BIRT The Local hire Nick Tharani, Free Computer Checkup to be the tech support for the Winter General Meeting on February 13, 2024.

On-Line Vote Results:

Motion 23/24 - 35

Moved by L. Barrett Seconded by S. Boomhower

BIRT the wording of Professional Learning Committee Terms of Reference be amended to read: "To provide funding through the funding form (up to \$250) on a first come first served basis for any occasional teacher who has been a member for a year and did not receive Professional Learning professional development funding **in the school year immediately preceding the current school year**. Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and **this alternating-year funding schedule takes effect September 1st, 2024.**"

CARRIED

Nut Free Local Meetings

Motion 23/24 - 36

Moved by Efstathia Sotiropoulos Seconded by Laura Barrett

BIRT ETFO Toronto Occasional Teacher Local in person events be nut free.

Updating Procedures in Reference Manual

Motion 23/24 -37

Moved by Rinat Evron Seconded by Christina Meynell

BIRT the General Committee Guidelines 1.2 be amended by the addition of:

Executive Liaisons shall:

- a) facilitate communication between Committees of the Local and the Executive;
- b) organize and chair the first meeting of the Committee they are assigned to as soon as possible in the fall;
- c) conduct the election of the Committee Chair from the members of the committee at the first meeting;
- d) receive communications from the Committee Chair and share this information with the Executive as required;
- e) ensure that motions from the Committee that require Executive approval are placed on the Executive Meeting agenda and move these motions;
- f) present the Committee's developed or updated Terms of Reference to the Executive for approval.

And that 1.5 be amended to read:

Committees are responsible to the Local Executive to:

- a) develop or update Terms of Reference for approval by the Executive;
- b) elect their own Chair and Secretary for the Committee;
- c) plan events and activities within the budget for the Committee that meet the Terms of Reference of the Committee;
- d) receive and act upon proposals and referrals from the Local Executive.

And that 1.6 section titled "Committee Chairs are responsible for" be amended to read:

1.7 Committee Chairs are responsible to:

- a) prepare an agenda for meetings, where appropriate;
- b) preside at all meetings of the committee;
- c) submit approved minutes of all meetings through the Executive Liaison for the next Executive meeting;
- d) submit committee recommendations through the Executive Liaison for approval at the next Executive meeting;
- e) provide a summary written report for the Local Annual Meeting;
- f) track attendance and maintaining all Committee members' expenses including one's own;
- g) monitor the Committee's budget to ensure that it does not exceed the Committee's budgetary allotment as approved in the Budget.

Motion 23/24 - 38

Moved by Christina Meynell Seconded by Rinat Evron

BIRT Operating Procedure 2.4 Fall General Meetings and 2.5 Winter General Meetings be amended to read:

2.4 Fall General Meetings:

- 2.1.1 A by-election for any unfilled Executive positions may be held at this meeting.
- ~~2.1.2 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~
- ~~2.1.3 Quorum for general meetings is 50 percent the number of members present at the start of the meeting~~
- ~~2.1.4 The Local Constitution (8.1.2) states "A General Meeting shall be held no later than November 30th of each year. One of the agenda items shall be a report from the ETFO Annual Meeting."~~
- 2.1.5 A location must be chosen and permit applied for in early September (President or designate)
- 2.1.6 Speakers should be approved by the executive.
- 2.1.7 Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case, the catering order could be increased.
- 2.1.8 If door prizes or member giveaways are to be provided, these must be ordered by recommendation ~~of the Membership Recognition Committee~~ and approval of the Executive.
- 2.1.9 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of General Meeting.
- ~~2.1.10 A by-election for any unfilled Executive positions may be held at this meeting.~~
- 2.1.11 Two persons (non-members) are hired to register members at the door using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. ~~(\$75 Oct 2022)~~ (Currently \$100)

2.1.12 Members ~~are given a package containing at least an~~ are provided with an agenda, a financial statement, previous year end statement, accounting firm review and engagement report, name tag, and a copy of the minutes from the ~~previous General Annual Meeting. A ballot shall be included in the case of a by-election.~~

2.1.13 The draft agenda starts the business meeting at approximately 5:1500 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive.

~~2.1.14 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~

~~2.1.15 Quorum for General Meetings is 50 percent of the number of members present at the start of the meeting.~~

~~2.1.16 See Constitution for further requirements.~~

2.5 Winter General Meeting

2.2 A by-election for any vacant executive positions may be held at this meeting.

~~2.3 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~

~~2.4 Quorum for general meetings is the 50 percent of number of members present at the start of the meeting.~~

2.5 An election is held for the ETFO-assigned number of delegates to the ETFO Annual Meeting in August. ~~(The president, vice-presidents, secretary and treasurer are automatically delegates without election.)~~

2.6 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.

~~2.7 The Membership may vote on if they wish the Winter General Meeting to be virtual due to weather / access concerns.~~

~~2.8 The Local Constitution (8.1.3) states, "A General Meeting shall be held no later than February 28 of each year. The Agenda items shall include the election of Delegates to ETFO Annual Meeting; approval of motions for the ETFO Annual Meeting; and the introduction of candidates for the next year's Executive.~~

2.9 If an in person meeting is planned:

a) a location must be chosen, site administrator contacted, and permit applied for in the Fall term.

b) Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.

c) If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive.

d) Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)

e) Members are given a package containing an agenda, a financial statement, a name tag, and a copy of the minutes from the previous general meeting.

2.10 Speakers should be approved by the Executive.

- 2.11 Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.
- 2.12 If door prizes or member giveaways are to be provided, these must be ordered by the recommendation of the Membership Recognition Committee and the approval of the Executive.
- 2.13 A delay in the Evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting.
- 2.14 Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)
- 2.15 Members are given a package containing at least an agenda, a financial statement, a name tag, and a copy of the minutes from the previous general meeting. Also included is a ballot for voting in the delegate election and for the by-election if necessary.
- 2.16 The draft agenda starts the business meeting at approximately 5:1500 p.m. and the adjournment is set for 7:30 9:00 p.m. or as determined by the executive.
- 2.17 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 2.18 Quorum for General Meetings is the 50 percent of number of members present at the start of the meeting.
- 2.19 An election is held for the ETFO assigned number of delegate positions to the ETFO Annual Meeting in August. (The president, vice presidents, treasurer and secretary are automatically delegates without election.)
- 2.20 Candidates for the following year's executive election are introduced and shall be given an opportunity to speak.
- 2.21 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.
- 2.22 See Constitution for further requirements.

PL due dates

Motion 23/24 - 39

Moved by Laura Barrett Seconded by Efstathia Sotiropoulos
BIRT Completed Professional Learning Reimbursement forms and Professional Learning Resources Reimbursement forms must be at the Local no later than June 14, 2024 and pertain to courses completed / resources purchased after June 27, 2023.

Third Party Mediator:

Motion 23/24 - 40

Moved by Christina Meynell Seconded by Rinat Evron
That Motion 23/24 -27 be amended to read:

BIRT up to \$15,000 be used to hire Charles C. Smith Consulting to facilitate mediation with the Released Officers as per his quote. Costs to come from \$5000 from Budget 626 Meetings Other and \$10,000 from Budget 625 Meetings - Monthly Executive.

Social Committee Events:

Motion 23/24 - 41

Moved by Efstathia Seconded by Can

That Motion 22/23 - 148 Procedure 7.4 Social Activities be amended so that “Events will cost members a minimum of \$20.” amended to read “A non-refundable deposit will be required for Social Committee events with a cost. The amount of the non-refundable deposit will be determined by the Social Committee depending on actual costs to hold the event and the available funds in the Committee’s budget.”

2SLGBTQIA+ Ad Hoc Committee:

Motion 23/24 - 42

Moved by Laura Barrett Seconded by Christina Meynell

BIRT a 2SLGBTQIA+ Ad Hoc Committee be formed for advocacy for 2SLGBTQIA+ issues. Costs to come from 604 Committees and Incentive Funding from ETFO.

Treasurer Report--Welcome to the Nov. 30/23 edition of the local's Treasurer Report

This is the final Treasurer Report of the 2023 fiscal year. If you require any explanations, clarifications, or if you have any questions now or in the future about information in the Treasurer Report, please feel free to contact me. If, for some reason, it is not possible to answer you at the time i.e. I need to check records that are not readily available, I will get back to you as soon as possible. Hope all of the Executive and the Parliamentarian have a wonderful holiday.

Balance Sheet as of Nov. 30/23-- ASSETS

Chequing Account— \$409,124.84

—account needs to remain at \$75,000 or else there is \$100 fine payment due

Total Current Assets are \$704,124.84

GIC Account Holdings—\$295,000

1). 1 year prime-linked cashable for \$250,000-4.7000% at purchase, as of Oct. 1/23-4.9500%-matures July 2/24-anticipated interest \$11,814.38

2). 1 year prime-linked cashable for \$45,000- 4.5000% at purchase, as of Oct.1/23—4.7500%-matures July 2/24-anticipated interest \$2,036.10-collateral for credit cards

CREDIT CARDS- \$389.60 are invoices that need to be applied to credit cards and that's why they're called "clearing" and also recorded under Non Current assets

LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$481,217.61

2. The Profit for the year is \$223,296.81

3.Total Liabilities and Equity \$704,514.44

Budget vs. Actuals Sheet

INCOME received this year as of Nov. 30/23 as shown in the Actual Column—\$331,507.42 or 42.74% of the expected budget

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$775,577.50- May/23.

THE OVER BUDGET COLUMN: shows that \$444,070.08 is left to receive this year -this is evident if the amount is in brackets or has a minus sign in front of it.

THE % of BUDGET COLUMN: shows monies in a percent of what has been received so far this fiscal year—42.74%

EXPENSES

TOTAL EXPENSES as of Nov.30/23 are \$108,210.59.

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$998,300.00-May/23.

THE OVER BUDGET COLUMN: shows that \$890,089.41 is left to spend this year this is evident if the amount is in brackets or has a minus sign in front of it.

THE % of BUDGET COLUMN: shows monies in a percent of what has been spent so far is 10.84%

Budget lines that are over budget are:

602—Calendar- budgeted \$3,000—actual expenditures are \$4,318.01 or 143.93%

620-Meetings-ETFO AM-budgeted \$15,000—actual expenditures are \$37,205.21 or 248.03% -Sept.28/23
ETFO deposited into the local account \$11,502.48 for the annual meeting room reimbursement—this can be found in Income Budget Line 400 ETFO AM Reimbursements

NET OPERATING INCOME or PROFIT – \$223,296.83 is calculated by subtracting the Total Actual Expenses (\$108,210.59) from the Total Actual Revenue (\$331,507.42). This results in -100.26%

FREQUENTLY ASKED QUESTIONS

WHEN ARE CORRECTIONS TO ALL JUNE 15/23 SUBMITTED FORMS DUE?

All member reimbursement forms from the 2022-23 school year that were submitted by June 15/23 needing corrections are due for resubmission no later than Dec.15/23. This note can be found on the first page of the local website. After this date no further reimbursements will be made for these forms. Please make sure that all corrections are made and are complete before submission.

HOW MUCH MONEY IS TO BE REFUNDED BY ETFO FOR THE CENTRAL STRIKE VOTE REIMBURSEMENTS TO LOCAL MEMBERS?

Local members have been reimbursed as of the last Pay Edge order in the following categories:

Mileage \$162.51

Transportation \$397.09

Parking \$423.52

This equals \$1,135.27.

However, I will not be submitting the total to ETFO until after the next Pay Edge order as there are probably some more approved reimbursements found there.

WHEN WILL THE PAY EDGE ORDERS BE PROCESSED IN DECEMBER?

The Pay Edge orders will be processed towards the middle of December and before Winter Break.

WHAT IS THE UPDATE FOR THE CREDIT CARD DUE DATES?

The RBC Bank Manager has reopened the request to ensure that the credit card statement cycles end on the 26th of the month for every Visa on file. The payment due date is exactly three weeks after the statement cycle ends. Depending on how many days are in the month, the payment due date will vary every month.

WHAT AMOUNT OF MONEY WAS PAID FOR MEMBER PL LEARNING THIS MONTH?

\$580.00 was paid to members for the month of November. This brings the total amount to date this fiscal year of \$5,130.00.

AS A RESULT OF THE AUDIT, WHAT IS THE FUTURE COURSE OF THE LOCAL FOR FINANCIALS?

- continue to get itemized receipts for reimbursement forms
- ensure that all forms are completely filled out before submission
- deadlines are strictly monitored
- both the invoice and payment receipt are submitted for office reimbursements i.e. Bell Mobility, Zoom accounts
- continue to create new, easier to use reimbursement forms
- frequent reminders to members about financial information
- June 14/24 is a hard cut off for all member reimbursement submissions
- conversation with Targeted about cash basis accounting and accrual accounting, as well as fillable forms
- conversation with Secretary of the Local to begin a file of minutes of Executive and Member Meetings that can be sent to the auditors June 30/24

WHAT IS THE LOCAL DOING TO SAVE MONEY THIS YEAR?

- meal money, when allocated, will be less than last year according to new motions
- the Strategic Meeting was not offsite, but rather on zoom in Sept. for 2 nights with \$300 being paid per Executive member
- replacing the Bell land line with a cheaper, more efficient system called Ooma
- asking members to accept e-transfers which cost \$1.25 each as opposed to cheques for \$2.50
- cancel Union Digital which costs \$7,000 every 3 months

-Executive Meetings are held in the evening as opposed to during the day--\$150/Executive Member as opposed to a daily salary and OT coverage

-ordering only essential office supplies needed for the moment

-not ordering necessary new equipment for the office i.e. laptops

-no payments for single room supplements

HOW MUCH MONEY HAS ETFO GIVEN TO THE LOCAL IN FEES REBATE?

Member's pay 1.6% of their gross salary to Provincial. 31.5% is given back to the local in payments in Nov., Dec., Feb. and May. Each payment is 20% of the projected rebate and in September there is a reconciliation payment (the difference of what was paid and what was owing). The calculation is based on the FTE (number of days worked by members). Payments last fiscal year were \$94,913.05 quarterly. At the end of Sept./23 the reconciliation payment of \$128,215.28 was made to the local's account, Nov./23 a payment of \$101,541.69 was made, both towards the yearly payment total of \$507,867.47.

HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL FROM TDSB?

According to the Constitution, TDSB deducts 0.01% of each member's salary as dues that are given directly to the local to run it. The projected budget for this fiscal year is \$12,000. Comparing this amount to the amount that ETFO fees contribute, it is clear that most of the local's money to run the local comes from ETFO.

WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If there is a financial question, please contact the Treasurer directly. Sending an email to the other Released Officers is not necessary as finances are the job of the Treasurer.

work email: gailjames@ica.net

work cell: 416.458.3451

Thanks,

Gail James
Treasurer
ETFO Toronto Occasional Teachers' Local

gailjames@ica.net